



**RETURN OFFERS TO:  
RETOURNER LES OFFRES A:**

Bid Receiving/Réception des sousmissions  
80 Garland Avenue, 80 rue garland  
Mailstop H-066, CP H-066  
Dartmouth, Nova Scotia (Nouvelle-Écosse)  
B3B 0J8  
ATL\_Procurement@rcmp-grc.gc.ca

**REQUEST FOR  
STANDING OFFER**

Regional Individual Standing Offer (RISO)

**DEMANDE D'OFFRES À  
COMMANDES**

Offre à commandes individuelle régionale  
(OCIR)

Proposal to: Royal Canadian Mounted Police

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments : - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE  
EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title - Sujet</b> Janitorial Services - Fredericton, NB		<b>Date</b> December 21, 2021
<b>Solicitation No. - N° de l'invitation</b> M4500-2-1173		
<b>Solicitation Closes - L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 p.m.	AST (Atlantic Standard Time) HNE (heure normale de l'Atlantique)
<b>On / le :</b>	February 1, 2022	
<b>Delivery - Livraison</b> See herein - Voir aux présentes	<b>Taxes - Taxes</b> See herein - Voir aux présentes	<b>Duty - Droits</b> See herein - Voir aux présentes
<b>Destination of Goods and Services - Destinations des biens et services</b> See herein - Voir aux présentes		
<b>Instructions</b> See herein - Voir aux présentes		
<b>Address Inquiries to - Adresser toute demande de renseignements à</b> Sandra Bremner 902-720-5355 <a href="mailto:Sandra.Bremner@rcmp-grc.gc.ca">Sandra.Bremner@rcmp-grc.gc.ca</a> for inquiries only. Do not send bids to this email address.		
<b>Delivery Required - Livraison exigée</b> See herein - Voir aux présentes	<b>Delivery Offered - Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative - Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :</b>		
<b>Telephone No. - No. de téléphone</b>	<b>Email - Courriel</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



---

## IMPORTANT NOTICE TO BIDDERS

### COVID-19 Vaccination Requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.

**BIDS RECEIVED BY EMAIL WILL BE ACCEPTED AS OFFICIAL.**

**BIDS RECEIVED BY FAX, IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.**

The only acceptable email address for responses to the bid solicitation is [ATL\\_Procurement@rcmp-grc.gc.ca](mailto:ATL_Procurement@rcmp-grc.gc.ca). Bids submitted by email directly to the Contracting Authority or to any other email address other than [ATL\\_Procurement@rcmp-grc.gc.ca](mailto:ATL_Procurement@rcmp-grc.gc.ca) will not be accepted. Please see Part 3 Bid Preparation Instructions for additional information.



## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

- 1.1. Introduction
- 1.2. Summary
- 1.3. Security Requirements
- 1.4. Debriefings
- 1.5. Recourse Mechanisms
- 1.6. Anticipated migration to an e-Procurement Solution (EPS)

### PART 2 - OFFEROR INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Offers
- 2.3. Enquiries - Request for Standing Offers
- 2.4. Applicable Laws
- 2.5. Promotion of Direct Deposit Initiative

### PART 3 - OFFER PREPARATION INSTRUCTIONS

- 3.1. Offer Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1. Certifications Required Precedent to Issuance of a Standing Offer and Additional Information

### PART 6 - SECURITY AND INSURANCE REQUIREMENTS

- 6.1. Security Requirement
- 6.2. Insurance Requirements

### PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

#### A. STANDING OFFER

- 7.1. Offer
- 7.2. Security Requirement
- 7.3. Standard Clauses and Conditions
- 7.4. Term of Standing Offer
- 7.5. Authorities
- 7.6. Proactive Disclosure of Contracts with Former Public Servants
- 7.7. Identified Users
- 7.8. Call-up Procedures
- 7.9. Call-up Instrument
- 7.10. Limitation of Call-ups
- 7.11. Financial Limitation



- 7.12. Priority of Documents
- 7.13. Procurement Ombudsman
- 7.14. Certifications and Additional Information
- 7.15. Applicable Laws
- 7.16. Transition to an e-Procurement Solution (EPS)

## **B. RESULTING CONTRACT CLAUSES**

- 7.1. Statement of Work
- 7.2. Standard Clauses and Conditions
- 7.3. Term of Contract
- 7.4. Proactive Disclosure of Contracts with Former Public Servants
- 7.5. Payment
- 7.6. Invoicing Instructions
- 7.7. Insurance Requirements
- 7.8. *SACC Manual* Clauses

### **List of Annexes:**

- Annex A Statement of Work
- Annex B Basis of Payment
- Annex C Security Requirements Check List
- Annex D Mandatory Technical Evaluation Criteria
- Annex E Certificate of Independent Bid Determination
- Annex F Former Public Servant Certification
- Annex G Insurance Requirements
- Annex H List of Names for Integrity Verification
- Annex I COVID-19 Vaccination Requirement Certification Form
- Annex J Bid Submission Checklist



## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and any other annexes

### **1.2 Summary**

#### **1.2.1 SACC Manual Clause M3080T COVID-19 Vaccination Requirement for Standing Offers**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the offer will render the offer non-responsive.

#### **1.2.2 The Royal Canadian Mounted Police (RCMP) in New Brunswick has a requirement for up to four standing offers for a Contractor(s) to provide cleaning services for four locations in the Greater Fredericton, New Brunswick area as described in the Statement of Work at Annex A.**

The RCMP may award up to four standing offers as part of this request for standing offer process. The Offeror may submit an offer for one location or more, according to their ability to serve these locations (see Annex B - Basis of Payment).



### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.5 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

### 1.6 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.



## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 days

### **2.2 Submission of Offers**

Offers must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile, in-person or by courier to RCMP will not be accepted.

NOTE: The RCMP has not been approved for offer submission by epost Connect service.

### **2.3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.



## 2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful offeror on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)





## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1. Offer Preparation Instructions

Canada requests that the Offerer submit its complete **email** Offer in separately saved and attached sections as follows:

**Section I: Technical Offer** (one soft copy in PDF format)

**Section II: Financial Offer** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

For Offers transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the Offer including, but not limited to, the following:

- a. receipt of garbled or incomplete Offer;
- b. delay in transmission or receipt of the Offer to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the Offer submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Offeror to properly identify the Offer;
- f. illegibility of the Offer; or
- g. security of Offer data.

An Offer transmitted electronically constitutes the formal Offer of the Offeror and must be submitted in accordance with Section 05 of 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to Offer documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. An Offer transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Offeror to ensure receipt.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the Offer.

Canada requests that offerors follow the format instructions described below in the preparation of their hard copy offer.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.



In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Offer**

In their technical offer, offerors should demonstrate their understanding of the requirements contained in Annex D – Mandatory Technical Evaluation Criteria and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment.

### **Section III: Certifications**

Offerors must submit the certifications and additional information required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Mandatory Technical Evaluation Criteria is outlined in Annex D.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

*SACC Manual* Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer.

### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price at each location will be recommended for issuance of a standing offer for that location.

Each location will be evaluated separately, and bidders may provide prices for one, for more than one or for all locations.

Please note that, for the purpose of the evaluation, the total bid price per location will be calculated by multiplying the all-inclusive fixed daily rate by the estimated number of days per week for the term of the Standing Offer and the option years.

In the event of a tie regarding the lowest total bid price for an institution or a location, the offeror with the most experience in disinfection services (according to the Registre des entreprises du Québec) will be awarded the Standing Offer.



## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### 5.1 Certifications Precedent to Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

#### 5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

#### 5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.



### **5.1.3 Additional Certifications Precedent to Issuance of a Standing Offer**

#### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination (attached Annex E) has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

#### **5.1.3.2 Former Public Servant**

Refer to Annex F.

#### **5.1.3.3 Status and Availability of Resources**

SACC *Manual* Clause [M3020T](#) (2016-01-28), Status of Availability of Resources - Offer.

#### **5.1.3.4 Workers Compensation**

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Offeror must provide, within ten days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Offeror's good standing account. Failure to comply with the request may result in the offer being declared nonresponsive.

### **5.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certification as part of their bid.

#### **5.2.1 COVID-19 Vaccination Requirement Certification - Standing Offers**

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all offerors must provide with their offer, the COVID-19 Vaccination Requirement Certification attached to this RFSO, to be given further consideration in this procurement process. This Certification is incorporated into, and forms a binding part of any resulting Contract.



## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (b) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### **6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex G.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.



## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses) at Annex C apply and form part of the Standing Offer.

#### 7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

##### 7.3.1 General Conditions

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### 7.4 Term of Standing Offer

##### 7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of award to twelve months after date of award.

##### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two additional periods of twelve months each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

##### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex A of the Standing Offer.



7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Sandra Bremner
Title: Team Leader, Procurement and Materiel Management
Royal Canadian Mounted Police
Procurement and Material Management
Address: 80 Garland Ave, Mailstop H-066
Dartmouth, NS B3B 0J8
Telephone: 902-720-5355
E-mail: Sandra.Bremner@rcmp-grc.gc.ca

The Standing Offer Authority is responsible for the establishment and administration of the Standing Offer, (including any extensions, set asides or cancellations). Revisions or amendments to the Standing Offer shall only be authorized in writing by the Standing Offer Authority. The Offeror must not perform work in excess of or outside the scope of the Standing Offer based on verbal or written requests or instructions from anyone other than the Contracting Authority and any work so conducted shall be at the Offeror's sole risk and expense and shall not be charged to any Authorized User unless otherwise agreed to in writing by the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Standing Offer is: [to be identified at Contract Award]

Name: \_\_\_\_\_
Title: \_\_\_\_\_
Organization: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

Name: \_\_\_\_\_
Title: \_\_\_\_\_
Organization: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
E-mail address: \_\_\_\_\_





## 7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

For call ups <\$10K: RCMP J Division (New Brunswick) Unit Commanders.

For call ups >\$10K: RCMP Procurement and Material Management.

## 7.8 Call-up Procedures

A Call-up will be submitted to the Offeror's Representative by email. The Offeror must send the identified user an acknowledgement of receipt of the Call-up within 48 hours.

## 7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraph 2 below.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms may be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$50,000.00 (Applicable Taxes included).

## 7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.



## 7.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28), General conditions: Services (medium complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex I, COVID-19 Vaccination Requirement Certification Form
- i) the Offeror's offer dated \_\_\_\_\_.

## 7.13. Procurement Ombudsman

### 7.13.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

### 7.13.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

## 7.14 Certifications and Additional Information

### 7.14.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.



#### **7.14.2 SACC Manual Clauses**

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources - Offer  
SACC Manual Clause [M3000C](#) (2006-08-15), Price Lists.  
SACC Manual Clause [M3800C](#) (2006-08-15), Estimates.

#### **7.15 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

#### **7.16 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

#### **7.17 SACC Manual Clause M3082T COVID-19 Vaccination Requirement Certification Compliance - Standing Offers**

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Offeror fails to comply with such Certification during the period of any resulting Contract (call-up).

Canada will also have the right to terminate any resulting Call-up for default if the COVID-19 Vaccination Requirement Certification is or becomes untrue or if the Contractor fails to comply with such Certification during the period of the Contract (call-up).



## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the Annex A - Statement of Work

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010C (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

#### **7.2.2 Replacement of Specific Individuals**

- 7.2.2.1** If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 7.2.2.2** If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
  - a. the name, qualifications and experience of the proposed replacement; and
  - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 7.2.2.3** The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The period for making call-ups against the Standing Offer is from the date of award to twelve months after date of award.

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.



#### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

#### **7.5 Payment**

##### **7.5.1 Basis of Payment**

The Contractor will be paid in accordance with the Basis of Payment at Annex B.

##### **7.5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17) Limitation of Price

##### **7.5.3 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

#### **7.6 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by a copy of time sheets to support the time claimed

2. Invoices must be distributed as follows:

The original and one copy must be forwarded to the invoicing address shown on the 942 Call Up form for certification and payment.

#### **7.7 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex G. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within 10 days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



### **7.7.1 Error and Omissions Liability Insurance**

*SACC Manual* Clause G2002C (2018-06-21), Error and Omissions Liability Insurance.



## ANNEX A – STATEMENT OF WORK

### 1. TITLE

JANITORIAL SERVICES – RCMP FREDERICTON, NB

### 2. SCOPE OF WORK

The Royal Canadian Mounted Police (GRC) requires a Contractor to provide janitorial services for 4 locations in the Greater Fredericton, New Brunswick Area. Each location requires specific janitorial services as described below.

### 3. GENERAL REQUIREMENTS

- 3.1. The Contractor must provide qualified and/or fully trained employees, uniforms and all necessary tools and equipment in good working order.
- 3.2. The Contractor will use different colour-coded microfiber cloths to control cross-contamination and a log shall be kept of the colours of each surface and space.

### 4. DEFINITIONS

**Contractor:** The janitorial services standing offer holder.

**Site Authority:** The representative of the RCMP who oversees the day-to-day operations at each location.

### 5. REFERENCES

#### 5.1.1 New Brunswick Health and Safety Regulations:

<https://www.worksafenb.ca/policy-and-legal/legal/acts-and-regulations/>

#### 5.1.2 Procedures for Liaison with Private Contractors:

<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12563>

#### 5.1.3 Canada Occupational Health and Safety Regulations:

<https://laws.justice.gc.ca/eng/regulations/SOR-86-304/FullText.html>

#### 5.1.4 Cleaning and disinfecting public spaces during COVID-19:

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

### 6. MATERIALS AND EQUIPMENT

- 6.1. The Contractor is responsible for providing all cleaning products and disinfectants, tools, equipment and equipment consumables including but not limited to mops, pails, interior/exterior lamps and vacuum cleaners unless otherwise stipulated.
- 6.2. All materials such as soaps, detergents, scouring materials, cleaners, wax and sealers, hand sanitizer, etc. must comply with the latest specifications of the Canadian General Standards Board.
- 6.3. All materials and methods must be suitable for the surfaces intended and must not be harmful to such surfaces. All materials must be used in the manner specified by the manufacturer and brought



onto the premises in the manufacturer's original, unopened container. Products that are past the expiry date on the container are not to be used.

- 6.4. It is incumbent upon the Contractor to follow best industry practices and to use products and processes to ensure no cross-contamination.
- 6.5. The RCMP Project Authority may instruct the Contractor to discontinue the use of any material judged not suitable and to substitute another mutually satisfactory product.
- 6.6. Environmentally friendly "green" products, Environmental Choice Logo or Green Seal materials, equipment and products should be used where cost neutral or where requested.
- 6.7. The Contractor shall ensure that all products used in the work place are classified, labeled and used in accordance with the Workplace Hazardous Material Information System (WHMIS).

#### 6.7.1. Special Occurrences

The Contractor shall promptly report to the Site Authority and record in the Special Occurrences Activity Log Book (see Appendix 2 for sample of Special Occurrences Activity Log Page):

- See instance involving hazardous materials, situations or occurrences;
- Water and/or fire related instances, including those of a minor nature;
- Any and all damage or injury to property and/or people; and
- Any other instances that are or could potentially become a liability to the RCMP or which may require follow up and/or action by the RCMP.

## 7. GENERAL CLEANING SCHEDULE

The hours during which this work is to be performed are to be governed by the requirements of the occupants of the premises and with the least inconvenience to them and at the discretion of the Site Authority.

The time and days of the week for specified services shall be scheduled and completed under arrangement with and to the satisfaction of the Site Authority and the RCMP Project Authority.

Inclement weather conditions and other circumstances will at times, necessitate additional cleaning. The Contractor will do so without additional cost, or being specifically requested.

Cleaning frequencies are subject to change at any time without warning in order to maintain the established standards. When the frequency of an operation is "As required", the final decision as to when this service shall be carried out will be made by the Site Authority.





## 8. SITE SPECIFIC REQUIREMENTS

### 8.1. Location 1 – Keswick Ridge

This location consists of a small reception area, private office, large open office space, storage area, 3 bathrooms, meeting room and kitchenette. The total cleaning space is 111.5 m<sup>2</sup>.

Total number of employees: 4  
Cleaning Frequency: 2 days per week.

#### 8.1.1. Requirement

##### Weekly

**(Site Authority may request tasks to be done on a specific day of the week.)**

---

- Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the Site Authority's directions and replace garbage bags.
- Wash and disinfect washrooms to ensure sanitary conditions, including toilet seats (both sides), bowls, urinals, showers, wash basins, all flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors, etc.
- Sweep and damp mop bathroom floor.
- Clean and polish all mirrors throughout the building.
- Sweep and damp mop the full office space (foyer, bathrooms, kitchenette, storage, meeting room and office space area).
- Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, extinguishers window sills, ledges, mouldings, etc.
- Spot clean outside surfaces of lockers, storage and filing cabinets.
- Wash all finger marks and smudges from walls, doors, partitions ledges, framework and ceiling.

##### Monthly

**(Site Authority may request tasks to be done on a specific time of the month)**

---

- Vacuum and mop entire floor area and stairways.
- Wash and disinfect refuse receptacles in washrooms.
- Pour water down all washroom floor drains.
- Wash door grills, air intake grills, air diffusers.
- Clean and polish all interior ornamental metal, door hardware and other fixtures.
- Wash coverings, vertical frills, baseboards stringers, ledges, tops of lockers, storage cabinets, extinguishers and remove cobwebs from walls and ceilings.

##### Every Three Months

**(The Site Authority may request tasks to be done on a specific day or at a specific time of the month)**

---

- Wash all glass partitions, draft deflectors, cabinet glass and fire equipment.
- Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges etc.
- Wash door grills, air intake grills, air diffusers and metal work.
- Wash coverings, vertical frills, baseboards stringers and ledges, tops of lockers, storage cabinets, and remove cobwebs from walls and ceilings.
- Remove foot grills and clean out recess pan and drain.
- Deep clean kitchenette cabinet and counters.



---

**Yearly**

---

- Strip or machine scrub floor and refinish/seal floors.
- Wash and clean interior windows.

**As Required**

---

- Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority if plumbing work is necessary.
- Replace burnt out light bulbs, fluorescent tubes, exit sign lights, etc. Dry wipe tubes, bulbs and shielding and light fixtures when replacing bulbs.
- Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.
- Remove gum and other foreign residue from floor, furniture or other surfaces. Replenish soap containers, toilet paper, paper towel and hand sanitizer dispensers.

**8.1.2 Materials**

The Contractor is responsible for the following consumables:

- Liquid hand soap
- Toilet tissue
- Paper towels
- Floor finish
- Floor sealer
- Floor stripper
- Stainless steel cleaner
- Urinal cleaner
- Dust control treatment
- Furniture polish
- Disinfectant
- Hand sanitizer
- Glass cleaner
- Garbage bags
- Protective clothing equipment
- Other approved cleaning materials



## 8.2. Location 2 – Kingsclear

This location consists of a desk, cabinet and two windows. The total cleaning space area is 18 m<sup>2</sup>.

Total Number of Employees: 2.

Cleaning Frequency: 1 day per week.

### 8.2.1. Requirement

#### Weekly

**(Site Authority may request tasks to be done on a specific day of the week.)**

---

- Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the Site Authority's directions and replace garbage bags.
- Sweep and damp mop office space.
- Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, window sills, ledges, mouldings, etc.
- Spot clean desks and cabinets.
- Wash all finger marks and smudges from walls, doors, partitions ledges, framework and ceiling.

#### Monthly

**(Site Authority may request tasks to be done on a specific time of the month)**

---

- Vacuum and mop office space.
- Clean and polish all interior ornamental metal, door hardware and other fixtures.
- Wash baseboards stringers, ledges, tops of lockers, storage cabinets and remove cobwebs from walls and ceilings.

#### Yearly

- 
- Strip or machine scrub floor and refinish/seal floors.
  - Wash and clean the interior windows.
  - Wash window coverings, vertical frills.

#### As Required

- 
- Remove gum and other foreign residue from floor, furniture or other surfaces.

### 8.2.2 Materials

The Contractor is responsible for the following consumables:

- Floor finish
- Floor sealer
- Floor stripper
- Dust control treatment
- Furniture polish
- Disinfectant
- Glass cleaner
- Garbage bags
- Protective clothing equipment
- Other approved cleaning materials



### 8.3. Location 3 – Fredericton

This location consists of a two-storey facility that is fully operational from September to April and operates at a lower capacity from May to August. The main floor has a foyer, small office space, large office space, a training area, 3 washrooms, a kitchenette area and large garage bay. There are 2 stairwells leading to the second floor which has 5 office spaces, a lunch room, a gym and 2 washrooms. The flooring consists of linoleum tile floor and concrete floors in the garage bay area and stairwell near the garage bay. The total cleaning space is 947 m<sup>2</sup>.

Total Number of Employees: May to August: 10; September to April: 34.

Cleaning Frequency: May to August – 1 day per week; September to April – 3 days per week.

#### 8.3.1. (a) Requirement – September to April

##### **Space to be cleaned:**

First floor foyer, reception area, classroom, bathrooms, kitchenette, office space, garage bay and stairwells. Second floor hallways, vacant rooms, lunchroom, bathrooms and gym.

##### **Daily – three days per week**

- Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the Site Authority's directions and replace garbage bags.
- Clean and disinfect washrooms to ensure sanitary conditions, including toilet seats (both sides), bowls, urinals, showers, wash basins, flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors, etc.
- Remove waste paper from washrooms and replace sanibags.
- Sweep and damp mop the foyer, bathrooms and heavy traffic areas.
- Spot clean outside surfaces of lockers, storage and filing cabinets.
- Keep mirrors throughout the building clean and polished.

##### **Weekly**

##### **(Site Authority may request tasks to be done on a specific day of the week.)**

- Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, extinguishers, window sills, ledges, molding, etc.
- Wash and disinfect refuse receptacles in washrooms.
- Pour water down all washroom floor drains.
- Sweep and damp mop gym area.
- Clean exercise equipment.
- Wash all finger marks and smudges from walls, doors, partitions ledges, framework and ceiling.
- Vacuum and clean entire floor area and stairways.

##### **Monthly**

##### **(Site Authority may request tasks to be done on a specific time of the month)**

- Wash door grills, air intake grills, air diffusers.
- Clean and polish handles, showerheads and other fixtures.
- Wash coverings, hand rails, vertical frills, baseboards stringers and ledges, tops of lockers, storage cabinets, extinguishers and remove cobwebs from walls and ceilings.
- Sweep and mop secure bay floors, concrete floors, stairs and landings.
- Wash all glass partitions, draft deflectors, cabinet glass and fire equipment.
- Remove grime and wash down shower walls, doors, partitions, frames and floors.
- Wash door grills, air intake grills, air diffusers



### Every three months

**(The Site Authority may request tasks to be done on a specific day or at a specific time of the month)**

- Clean and polish all interior ornamental metal, door hardware, and other fixtures.
- Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.
- Remove foot grills and clean out recess pan and drain.
- Hose down concrete floor in garage bay area.
- Clean and polish all interior ornamental metal, door hardware, and other fixtures.

### Yearly

- Strip or machine scrub floor and refinish/seal floors.
- Wash and clean interior windows.
- Dust high places including but not limited to light and ceiling fans in garage bay area.
- Hose down and clean walls in garage bay area.

### As Required

- Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority if plumbing work is necessary.
- Replace burnt out light bulbs, fluorescent tubes, exit sign lights, etc. Dry wipe tubes, bulbs and shielding and light fixtures when replacing bulbs.
- Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.
- Remove gum and other foreign residue from floor, furniture or other surfaces.
- Replenish soap containers, toilet paper, paper towel and hand sanitizer dispensers.

### 8.3.1. (b) Requirement – May to August

#### **Space to be cleaned:**

First floor foyer, office space and bathrooms.

#### **Weekly**

**(Site Authority may request tasks to be done on a specific day of the week.)**

- Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the Site Authority's directions.
- Remove waste paper from washrooms and replace sanibags.
- Sweep and damp mop flooring in bathroom.
- Keep mirrors throughout the building clean and polished.
- Sweep and damp mop the foyer and heavy traffic areas.

#### **Space to be cleaned:**

First floor foyer, office space, kitchenette and bathrooms; second floor hallway, stairwell, bathrooms and lunch room

#### **Monthly**

**(Site Authority may request tasks to be done on a specific time of the month)**

- Vacuum and clean entire floor area and stairways.
- Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, window sills, ledges, etc.
- Wash and disinfect refuse receptacles in washrooms.
- Pour water down all washroom floor drains.
- Wash door grills, air intake grills, air diffusers and metal work.



- Clean and disinfect washrooms to ensure sanitary conditions, including toilet seats (both sides), bowls, urinals, showers, wash basins, flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors, etc.
- Sweep and damp mop gym area.

### **8.3.2. Materials**

The Contractor is responsible for the following consumables:

- Liquid hand Soap
- Toilet tissue
- Paper towels
- Floor finish
- Floor sealer
- Floor stripper
- Stainless steel cleaner
- Urinal cleaner
- Dust control treatment
- Furniture polish
- Disinfectant
- Hand sanitizer
- Glass cleaner
- Garbage bags
- Protective clothing Equipment
- Sanibags
- Other approved cleaning material



#### **8.4. Location 4 – Fredericton**

This location consists of a reception area, private office, large open office space, storage area, 3 bathrooms and 2 large garage bays. The total cleaning space is 214.05 m<sup>2</sup> for office area and 629.88 m<sup>2</sup> garage bay area.

Total Number of Employees: 1 to 4.  
Cleaning Frequency: 1 day per week.

##### **8.4.1. Requirement**

###### **Weekly**

**(Site Authority may request tasks to be done on a specific day of the week.)**

- Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the Site Authority's directions and replace garbage bags.
- Clean and disinfect washrooms to ensure sanitary conditions, including toilet seats (both sides), bowls, urinals, showers, wash basins, flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors, etc.
- Remove waste paper from washrooms and replace sanibags.
- Sweep and damp mop the foyer, bathrooms and heavy traffic areas.
- Spot clean outside surfaces of lockers, storage and filing cabinets.
- Keep mirrors throughout the building clean and polished.

###### **Monthly**

**(Site Authority may request tasks to be done on a specific time of the month)**

- Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, extinguishers, window sills, ledges, moulding, etc.
- Wash and disinfect refuse receptacles in washrooms.
- Vacuum and clean entire floor area and stairways.
- Wash door grills, air intake grills, air diffusers.
- Clean and polish handles, showerheads and other fixtures.
- Wash coverings, hand rails, vertical grills, baseboards stringers and ledges, tops of lockers, storage cabinets, extinguishers and remove cobwebs from walls and ceilings.
- Sweep and hose down garage bay floors.
- Wash all glass partitions, draft deflectors, cabinet glass and fire equipment.
- Remove grime and wash down shower walls, doors, partitions, frames and floors.
- Wash door grills, air intake grills and air diffusers.

###### **Every three months**

**(The Site Authority may request tasks to be done on a specific day or at a specific time of the month)**

- Pour water down all washroom floor drains.
- Clean and polish all interior ornamental metal, door hardware, and other fixtures.
- Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.
- Remove foot grills and clean out recess pan and drain.
- Hose down concrete floor in garage bay area.
- Clean and polish all interior ornamental metal, door hardware, and other fixtures.
- Wash all finger marks and smudges from walls, doors, partitions ledges, framework and ceiling.



### Yearly

---

- Strip or machine scrub floor and refinish/seal floors.
- Wash and clean interior windows.
- Dust high places including but not limited to light and ceiling fans in garage bay area.
- Hose down and clean walls in garage bay area.

### As Required

---

- Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority if plumbing work is necessary.
- Replace burnt out light bulbs, fluorescent tubes, exit sign lights, etc. Dry wipe tubes, bulbs and shielding and light fixture when replacing bulbs.
- Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.
- Remove gum and other foreign residue from floor, furniture or other surfaces.
- Replenish soap containers, toilet paper, paper towel and hand sanitizer dispensers.

#### 8.4.1. Materials

The Contractor is responsible for the following consumables:

- Liquid hand soap
- Toilet tissue
- Paper towel
- Floor finish
- Floor sealer
- Floor stripper
- Stainless steel cleaner
- Dust control treatment
- Furniture polish
- Disinfectant
- Glass cleaner
- Garbage bags
- Protective clothing equipment
- Hand sanitizer
- Sanibags
- Other approved cleaning materials





## 9. Enhanced cleaning during COVID-19 Pandemic

RCMP facilities may require additional touch point cleaning services at the Site Authority's discretion as indicated below. The service will only be needed when there may be a potential or confirmed case of COVID-19 exposure.

The enhanced cleaning must take place within 24 hours of receipt of a request for enhanced cleaning from the RCMP.

### 9.1 Enhanced Cleaning Definition

Standard cleaning using approved products with additional cleaning frequency of, but not limited to, the following: washrooms, elevators and entrance door handles.

Additionally: For soft (porous) surfaces such as carpeted floors, rugs and drapes, remove visible contamination if present and clean with cleaners appropriate for use on these surfaces.

### 9.2 Targeted Cleaning Definition

Specialized cleaning using approved products that are effective in eliminating COVID-19 through physical wiping, directed spray and area spraying are to be used when someone has reported to be in contact with a person who was presumed or confirmed positive for COVID-19. The cleaning application is limited to the areas in which this person was present throughout the building and their workstation. All touch points are to be cleaned.

### 9.3 Disinfection/Deep Cleaning

#### Washroom

- Faucets, plunger handles, soap dispensers, towel dispensers, toilet seats, disposal bin covers and lids, waste receptacles, door handles, flush handles, light switches, soap dispenser levers, towel dispenser levers, hand dryer buttons, exit door handles and locks.
- Touch points on washroom stall doors and entrance doors.
- Water fountains.

#### Office and Common Area

- Touch points, doors, light switches.
- Stairwell handrails.
- Waiting room furniture and foyer surfaces.
- Light switch plates, door handles, thermostats.
- Kitchen/break area (counters, cupboard handles, fridge handle, microwave handle and buttons, coffee pots, vending machines, water coolers and buttons)
- Passenger elevators.
- Elevator push buttons.
- Drinking fountains.
- Lobby reception areas, security stations, public waiting areas (desk surfaces, pens, door handles, stairway railings).
- Loading/shipping dock (rails, push buttons, overhead door handle in freight elevator).
- Public telephones.



- Chairs (arm rests and chair levers).

### **Conference room**

- Tabletops in meeting rooms, interview rooms, training rooms, cafeterias, photocopy stations.
- Chairs including arm rests.

### **9.4. Emergency cleaning of areas where there is potential or confirmed Covid-19 exposure**

Clean and disinfect all RCMP assigned areas (e.g. offices, bathrooms and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.

### **9.5. Materials**

The Contractor is responsible for providing the following consumables in addition to the other materials provided in each individual location they will be servicing:

- Bio-hazard leak proof containers
- Protective Clothing/Equipment
- Hand sanitizer

**9.5.1.** All materials such as soaps, detergents, scouring materials, cleaners, wax and sealers, hand sanitizer must meet Health Canada's requirements. The list of hard-surface disinfectant products can be found here:

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Note: Health Canada may update this list to include additional products as new information becomes available. If an item is not on Health Canada's list, it may still be effective however the RCMP Project Authority must be consulted.

## **10. Technical, Operational and Organizational Environment**

### **10.1 Work Schedule**

Within 30 days of contract award, the Contractor, in consultation with the Site Authority, will determine a schedule in which the work will be done. The schedule is to be signed off by both the Contractor and the Site Authority or designate.

"As Required" activities are to be performed during the Contractor's normal work schedule.

### **10.2 Weather**

Inclement weather conditions and other circumstances will at times necessitate additional cleaning of entrances and high traffic areas inside and/or outside the building. The Contractor must provide this additional cleaning without additional cost, when it is required during regular working hours.

### **10.3 Floor coverings**

There will be no adjustment to the contract amount where the existing floor covering is converted to another type during the term of the Contract.



## 10.4 Inspection

All cleaning shall be performed to the satisfaction of the Site Authority and will be inspected at least once a month. The Site Authority will have the right to reject any work that is not in accordance with the requirements of the Contract and require its correction at the Contractor's expense.

## 10.5 Reporting Requirements

An activity log will be maintained onsite by the Contractor. The Contractor shall record, date and initial all completed scheduled/periodic work performed. The log shall be provided to the Site Authority on a monthly basis. The Site Authority will review and sign off on the activity log. Refer to Appendix 1 for a sample of the activity log.

The Site Authority will review the work against the schedule, validate work was completed and sign the activity log on a monthly basis.

## 11. Additional Information

### 11.1 RCMP Obligations

The RCMP will provide the Contractor with the following:

- Access to the premises
- Utility room/janitorial closet for supplies and equipment

### 11.2 Contractor's Obligations

- Keep utility room/janitorial closet clean and free of debris at all times and serviced as per the corresponding area in the building.
- All equipment and materials to be stored neatly strictly adhering to all fire prevention practices.
- Provide any tools, equipment and consumables identified in each site requirements
- Maintain a binder on site with up-to-date Material Safety Data Sheets (MSDS) for all products and materials used in the work site when available from manufacturer.
- Notify Site Authority with at least 5 days' advance notice of any changes to the work schedule, if circumstances allow.
- Ensure there is personnel to cover holidays, sick leave, or any unexpected absences.
- Follow best industry practices and use products and processes which ensure no cross contamination between common areas, public washrooms, and food preparation and kitchen areas.
- Perform the work in compliance with the Canada Labour Code - Part II, and/or relevant provincial occupational health and safety act and regulations, the national fire code, and applicable municipal regulations.
- Ensure all safety measures respecting personnel and fire hazards recommended by the National and Provincial codes and/or prescribed by the authorities having jurisdiction, shall be observed at all times.

### 11.3 Facility Access

Only those employees whose names appear on the Contractor's security clearance list will be allowed access to the premises. No other persons will be allowed on-site.

## Appendix 1 - Sample of Janitorial Services Activity Log

**Location:**

**Month:**

Description of Service	Week 1							Week 2							Week 3							Week 4								
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
<b>Daily (three times a week)</b>																														
Empty all waste baskets and place waste in containers ready for burning or disposal. Dispose of garbage as per the Site Authority's directions and replace garbage bags.																														
Clean and disinfect washrooms to ensure sanitary conditions, including toilet seats (both sides), bowls, urinals, showers, wash basins, flush tanks, dispensers, mirrors, shelves, high ledges and all exposed piping and plumbing fixtures, floors, etc.																														
Remove waste paper from washrooms and replace sanibags.																														
Sweep and damp mop the foyer, bathrooms and heavy traffic areas.																														
Spot clean outside surfaces of lockers, storage and filing cabinets.																														
Keep mirrors throughout the building clean and polished.																														
<b>As Required</b>																														
Unclog and clean toilets and drains immediately, providing no plumbing work is required. Notify the Site Authority if plumbing work is necessary.																														

## Appendix 1 - Sample of Janitorial Services Activity Log

Description of Service Performed	Week 1							Week 2							Week 3							Week 4						
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Replace burnt out light bulbs, fluorescent tubes, exit sign lights, etc. Dry wipe tubes, bulbs and shielding and light fixtures when replacing bulbs.																												
Keep the main and service entrances clear of debris, i.e. paper, carton, refuse cans, slush, sand etc. in order to maintain a clean and tidy appearance at all times.																												
Remove gum and other foreign residue from floor, furniture or other surfaces.																												
Replenish soap containers, toilet paper, paper towel and hand sanitizer dispensers.																												
<b>Weekly</b>																												
Dust all horizontal surfaces, counter tops and furniture, picture frames, cabinets, fixtures, extinguishers, window sills, ledges, molding, etc.																												
Wash and disinfect refuse receptacles in washrooms.																												
Pour water down all washroom floor drains.																												
Sweep and damp mop gym area.																												
Clean exercise equipment.																												
Wash all finger marks and smudges from walls, doors, partitions ledges, framework and ceiling.																												
Vacuum and clean entire floor area and stairways.																												
<b>Monthly</b>																												
Wash door grills, air intake grills, air diffusers.																												
Clean and polish handles, showerheads and other fixtures.																												

## Appendix 1 - Sample of Janitorial Services Activity Log

Description of Service Performed	Week 1							Week 2							Week 3							Week 4						
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Wash coverings, hand rails, vertical frills, baseboards stringers and ledges, tops of lockers, storage cabinets, extinguishers and remove cobwebs from walls and ceilings.																												
Sweep and mop secure bay floors, concrete floors, stairs and landings.																												
Wash all glass partitions, draft deflectors, cabinet glass and fire equipment.																												
Remove grime and wash down shower walls, doors, partitions, frames and floors.																												
Wash door grills, air intake grills, air diffusers.																												
<b>Every three months</b>																												
Clean and polish all interior ornamental metal, door hardware, and other fixtures.																												
Vacuum upholstered furniture and freestanding screens, clean/polish all leather, vinyl and leatherette upholstered furniture.																												
Remove foot grills and clean out recess pan and drain.																												
Hose down concrete floor in garage bay area.																												
Clean and polish all interior ornamental metal, door hardware, and other fixtures.																												
<b>Yearly</b>																												
Strip or machine scrub floor and refinish/seal floors.																												
Wash and clean interior windows.																												
Dust high places including but not limited to light and ceiling fans in garage bay area.																												
Hose down and clean walls in garage bay area.																												

## Appendix 2 - Special Occurrences Activity Log Example

**Building Name:**

Date	Name of Custodian	Situation and Action taken	Site Authority's initials



## **ANNEX B - BASIS OF PAYMENT**

The following basis of payment will apply to any call-up issued against this Standing Offer.

### **1. Services Provided with Fixed Daily Rates:**

For services requested by Canada, Canada will pay the Contractor up to the Maximum Price, for actual time worked in accordance with the firm all-inclusive daily rates set in this Annex, Applicable Taxes extra.

The RCMP will only pay those expenses invoiced at the daily rates submitted below. The daily rates submitted below include everything necessary to perform the work, in accordance with the required services, as described in Annex A, Statement of Work and each call-up. This includes, but is not limited to: administrative fees and expenses, profit, travel time and travel and living expenses of the Contractor and their personnel, supplies and equipment and any other expenses necessary to provide the services.

The RCMP will only pay those for days actually worked by the Contractor at the applicable site. Daily rates apply to on-site productive work time (time during which the contractor is providing cleaning services on site) and will be calculated based on the Contractor's approved arrival time and the actual time work was completed at the site. Daily rates do not apply to travel time, lunch times and breaks. The RCMP will not pay the Contractor for travel time to the site.

Any arithmetic errors in this Annex will be corrected by Canada.

Prices do not include HST, however HST will be added as a separate item, if applicable, on any invoice issued as a result of any Call-Up.

No changes in payment requested due to legislated employer contributions or minimum wage increases shall be permitted after issuance of the Standing Offer. Offerors are advised to incorporate potential changes in their offer.

The evaluated total will be used for bid evaluation only. The daily rate will be used for Call-ups and invoicing purposes.

### **2. Options to Extend the Standing Offer Period:**

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article 7.4.2 Extension of Standing Offer, the Contractor will be paid the firm all inclusive daily rates, in accordance with the following table(s), applicable taxes extra, to complete all work and services required to be performed in relation to any Call-Up issued as a result of the Standing Offer extension.





**ANNEX B - BASIS OF PAYMENT**

**PRICING TABLE 1**

<b>LOCATION 1 – KESWICK RIDGE</b>						
Cleaning Frequency: 2 days per week						
<b>Item</b>	<b>YEAR 1 - INITIAL STANDING OFFER PERIOD (12 months from standing offer award)</b>					
1	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
1	Provision of regular cleaning services as described in Annex A – Statement of Work	111.5	\$	\$	2	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Year 1) (E) x 52 weeks</b>						\$
<b>Item</b>	<b>OPTION YEAR 1</b>					
1	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
1	Provision of regular cleaning services as described in Annex A – Statement of Work	111.5	\$	\$	2	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 1) (E) x 52 weeks</b>						\$
<b>Item</b>	<b>OPTION YEAR 2</b>					
1	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
1	Provision of regular cleaning services as described in Annex A – Statement of Work	111.5	\$	\$	2	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 2): (E) x 52 weeks</b>						\$
<b>TOTAL FOR LOCATION 1</b>						\$



**ANNEX B - BASIS OF PAYMENT**

**PRICING TABLE 2**

<b>LOCATION 2 – KINGSCLEAR</b>						
Cleaning Frequency: 1 day per week						
<b>Item</b>	<b>YEAR 1 - INITIAL STANDING OFFER PERIOD (12 months from standing offer award)</b>					
1	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work	18	\$	\$	1	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Year 1) (E) x 52 weeks</b>						\$
<b>Item</b>	<b>OPTION YEAR 1</b>					
1	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work	18	\$	\$	1	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 1) (E) x 52 weeks</b>						\$
<b>Item</b>	<b>OPTION YEAR 2</b>					
1	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work	18	\$	\$	1	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 2): (E) x 52 weeks</b>						\$
<b>TOTAL FOR LOCATION 2</b>						\$



**ANNEX B - BASIS OF PAYMENT**

**PRICING TABLE 3**

<b>LOCATION 3 – FREDERICTON</b>						
Cleaning Frequency May to August: 1 day per week						
Cleaning Frequency September to April: 3 days per week						
<b>Item</b>	<b>YEAR 1 - INITIAL STANDING OFFER PERIOD (12 months from standing offer award)</b>					
	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
1	Provision of regular cleaning services as described in Annex A – Statement of Work <b>May to August</b>	947	\$	\$	1	\$
	Provision of regular cleaning services as described in Annex A – Statement of Work <b>September to April</b>	947	\$	\$	3	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Year 1) May to August (E) x 18 weeks</b>						\$
<b>Total (Year 1) September to April (E) x 34 weeks</b>						\$
<b>Total (Year 1)</b>						\$
<b>Item</b>	<b>OPTION YEAR 1</b>					
	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
1	Provision of regular cleaning services as described in Annex A – Statement of Work <b>May to August</b>	947	\$	\$	1	\$
	Provision of regular cleaning services as described in Annex A – Statement of Work <b>September to April</b>	947	\$	\$	3	\$
2	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 1) May to August (E) x 18 weeks</b>						\$
<b>Total (Option Year 1) September to April (E) x 34 weeks</b>						\$
<b>Total (Option Year 1)</b>						\$



**ANNEX B - BASIS OF PAYMENT**

**PRICING TABLE 3 continued**

<b>LOCATION 3 – FREDERICTON</b>						
Cleaning Frequency May to August: 1 day per week						
Cleaning Frequency September to April: 3 days per week						
<b>Item</b>	<b>OPTION YEAR 2</b>					
<b>1</b>	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work <b>May to August</b>	947	\$	\$	1	\$
	Provision of regular cleaning services as described in Annex A – Statement of Work <b>September to April</b>	947	\$	\$	3	\$
<b>2</b>	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 2) May to August (E) x 18 weeks</b>						\$
<b>Total (Option Year 2) September to April (E) x 34 weeks</b>						\$
<b>Total (Option Year 2)</b>						\$
<b>TOTAL FOR LOCATION 3</b>						\$



**ANNEX B - BASIS OF PAYMENT**

**PRICING TABLE 4**

<b>LOCATION 4 – FREDERICTON</b>						
Cleaning Frequency: 1 day per week						
<b>Item</b>	<b>YEAR 1 - INITIAL STANDING OFFER PERIOD (12 months from standing offer award)</b>					
<b>1</b>	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work	214.05	\$	\$	1	\$
<b>2</b>	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Year 1) (E) x 52 weeks</b>						\$
<b>Item</b>	<b>OPTION YEAR 1</b>					
<b>1</b>	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work	214.05	\$	\$	1	\$
<b>2</b>	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 1) (E) x 52 weeks</b>						\$
<b>Item</b>	<b>OPTION YEAR 2</b>					
<b>1</b>	<b>Description</b>	<b>(A) Square Meters</b>	<b>(B) Price Per Square Meter</b>	<b>(C) Daily Rate (A) x (B)</b>	<b>(D) Days Per Week</b>	<b>(E) Price Per Week (C) x (D)</b>
	Provision of regular cleaning services as described in Annex A – Statement of Work	214.05	\$	\$	1	\$
<b>2</b>	Provision of enhanced cleaning services (COVID-19) as described in Annex A – Statement of Work	<b>Price Per Visit</b>				\$
<b>Total (Option Year 2): (E) x 52 weeks</b>						\$
<b>TOTAL FOR LOCATION 4</b>						\$



**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		RCMP	2. Branch or Directorate / Direction générale ou Direction Procurement and Material Management		
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant			
4. Brief Description of Work / Brève description du travail Janitorial services within a Security/High Security Zone Note 1: Janitor will not have any access to RCMP Protected and/or Classified information and/or assets. Note 2: Escort is required at all times within a Security and/or High/Security Zone.					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?				<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>	Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions Aucune restriction relative à la diffusion		<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN		<input type="checkbox"/>
Not releasable À ne pas diffuser		<input type="checkbox"/>	Restricted to: / Limité à :		<input type="checkbox"/>
Restricted to: / Limité à :		<input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays :		<input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		<input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays :		<input type="checkbox"/>
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A	<input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>	PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>	PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>	PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>	SECRET SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>			TOP SECRET TRÈS SECRET	<input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>			TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>



Contract Number / Numéro du contrat Generic
Security Classification / Classification de sécurité

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET-SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES			

Special comments:  
Commentaires spéciaux : Contractor's RCMP Reliability Status (Escort required in Security and/or High Security Zone)

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat <b>Generic</b>
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**  
**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**





## ANNEX D – MANDATORY TECHNICAL EVALUATION CRITERIA

At solicitation closing time, the Offeror must comply with the following Mandatory Requirements and provide the necessary information to support compliance.

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will not be given further consideration.

Mandatory Technical Evaluation Criteria – Technical Offer		Met/Not Met
M1	<p>The Offeror must have a minimum of 3 years of experience, obtained within the last 5 years, as a provider of cleaning and disinfecting services for institutional, commercial or industrial buildings such as hospitals, educational institutions, hotels, restaurants and manufacturing plants.</p> <p>Experience must be work-related. Time spent during education and/or training will not be considered.</p>	
M2	<p>Experience</p> <ul style="list-style-type: none"> <li>a) Name of client/employer;</li> <li>b) Start and end date of experience;</li> <li>c) Description of work performed;</li> <li>d) Reference.</li> </ul>	<p>Provide in Table below</p> <p>Use additional tables if necessary.</p>

### M2 Experience

Please complete the table below to demonstrate the information required in **M1**. Use additional tables if necessary. Please note that references may be contacted to verify the information provided.

<b>Client/Employer Name:</b>	
<b>Start Date:</b>	<b>End Date:</b>
<b>Description of the work performed:</b>	
<b>Client Contact Name:</b>	
<b>Client Contact Information (Telephone and Email):</b>	



## ANNEX E - CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

\_\_\_\_\_  
(Corporate Name of Recipient of this Submission)

for: \_\_\_\_\_  
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

\_\_\_\_\_  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
  - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:



- (a) prices;
- (b) methods, factors or formulas used to calculate prices;
- (c) the intention or decision to submit, or not to submit, a bid; or
- (d) the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

---

(Printed Name and Signature of Authorized Agent of Bidder)

---

(Position Title)

---

(Date)



## ANNEX F – FORMER PUBLIC SERVANT CERTIFICATION

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"*lump sum payment period*" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).



### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



## ANNEX G – INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by The Royal Canadian Mounted Police.
- b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
- i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority 30 days written notice of policy cancellation.
- k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



For the province of Quebec, send to:  
Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.







## ANNEX I – COVID-19 VACCINATION REQUIREMENT CERTIFICATION FORM

### Certification

I, \_\_\_\_\_ (*first and last name*), as the representative of \_\_\_\_\_ (*name of business*) pursuant to Standing Offer \_\_\_\_\_ (*Standing Offer number*), warrant and certify that all personnel that \_\_\_\_\_ (*name of business*) will provide on this Standing Offer who

access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) as of November 15, 2021; or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures as of November 15, 2021 that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the \_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Optional

For data purposes only, initial below if your business already has its own vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above.

Initials: \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.



## **ANNEX J - BID SUBMISSION CHECKLIST**

**Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.**

**Ensure the following pages are completed in full and attached to the bid submission:**

- Front Page of Request for Standing Offer (RFSO) document - signed and dated.
- Annex B - Basis of Payment (Pricing Table(s))
- Annex D – Technical Bi-
- Annex E - Certificate of Independent Bid Determination
- Annex F - Former Public Servant Certification
- Annex I – Covid-19 Vaccination Requirement Certification Form

The following documents can be submitted with the bid; or submitted after, upon request from the Contracting Authority:

- Annex G – Insurance Requirement
- Annex H – List of Names for Integrity Verification Form

**Note: Ensure all the costs of doing business are included in the bid price.**